

STAR 4.0



The System for Time and Attendance Reporting (STAR 4.0 Web-Based Version)

The System for Time and Attendance Reporting (STAR 4.0 Web-Based Version) is designed, developed, and maintained by the National Finance Center (NFC). It provides capability for (1) online entry of time and attendance (T&A) and leave data and (2) online release of data to NFC for processing.

STAR 4.0 is accessed from a Web browser, providing easy-to-use Web navigation.

Main Features of STAR 4.0

- Enter T&A data at any time during the pay period.
- Record employee leave data.
- Transmit T&As to NFC via an online process.
- Print T&As for approval or certification by the timekeeper, employee, and supervisor.
- Prepare corrected T&As for current and 25 prior pay periods.
- Maintain T&As for current and 25 prior pay periods.

Pre	TC	Suf	Description	Week 1 Hours	Week 2 Hours	Accounting	TC	Descriptor/Info	Dollar Amt
01			REGULAR TIME	40	00	401H1234			
21			OT - 40 HRS WORK	0	1	4055-40-10			
62			SICK LEAVE	0	8	40LV9000			
				0	0				
				0	0				
				0	0				
				0	0				
				0	0				
				0	0				
				0	0				

Additional Features of STAR 4.0

- Import an employee's most current T&A and leave balances from the NFC database.
- Retrieve online help for each STAR 4.0 window.
- Validate accounting codes against the Management Account Structure Codes System (MASC).
- Validate transaction codes online.
- Access STAR 4.0 from any computer with Internet capabilities and a valid NFC user ID.

STAR 4.0 Advantages

- Database resides at NFC, allowing backup and archive functions to be performed by NFC.
- Version updates and built-in Help documentation are maintained by NFC and available to the timekeeper immediately.

STAR Web Minimum Hardware and Software Requirements

- A personal computer (PC) with Internet capabilities.
- Access to the Internet with a Microsoft Internet Explorer browser of 6.0 or higher or Netscape with a browser of 6.2.3 or higher.
- Printer capable of printing Web pages.
- An NFC user ID with access to STAR 4.0.

Request for Access

To request access to STAR 4.0, contact your agency NFC Security Officer. The agency Security Officer should e-mail or fax an access request to NFC's Information Systems Security Office.

Procedures

Comprehensive online help is available on each window by clicking **[Help]**. Additionally, field-level help is available by clicking the field name. The help text is also available in procedure format on the NFC

home page (www.nfc.usda.gov). To view and/or print the STAR 4.0 procedure, go to the NFC home page and click the **Pubs & Forms** icon. At the **Pubs & Forms** left-hand menu, click **List By Title/Chapter** and search for Title 1, Chapter 7, Section 5, System for Time and Attendance Reporting, STAR 4.0 Web-Based Version, on the list provided. If you are unable to print from the Web, you can request a printed copy by submitting Form AD-1083, Request for Action for Procedures/Reports, to the address or fax number printed on the form. The AD-1083 may be obtained on the NFC Web site.

Questions about STAR 4.0

To find out more about security, equipment, hardware, and software requirements, contact NFC's Customer Support personnel at:

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